

ALIGNMENT DISCUSSION PREPARATION GUIDE

Name of the Program/Agency

SUGGESTIONS FOR STRUCTURING THE ALIGNMENT DISCUSSIONS

Following is a guide that *may be* used as a framework to prepare for discussions about alignment with the goal of simplifying contracts and reporting for Service Providers. Discussions may be face to face or via email. Initial discussions may be between one funder and one provider or may involve multiple funders and providers. This is in no way a required form or process for all providers but is instead a support tool to be used if desired or as needed as a common reference of funding details.

In which Community Goal(s) Area would you say this Program fits?

- ☐ #1 Food to eat and a roof overhead
- ☐ #2 Supportive Relationships within families, neighborhoods and communities
- ☐ #3 Safe haven from all forms of violence and abuse
- ☐ #4 Health care to be as physically and mentally fit as possible
- ☐ #5 The education and job skills to lead to an independent life

1. If the program also receives other funding, list the funders, associated programs specialists/managers/monitors, and the contract cycles:

Funder	Contact (Program Specialist/Manager/Monitor)	Contract Cycle	Notes

2. Identify the primary service(s) provided and client groups served by our funding/served in the program:

Primary Service	Client Group Served

3. OPTIONAL: If interested in sharing information among providers within a service area or in discussing shared alignment of outcomes, identify the other providers delivering similar services to similar/different client groups

Other Providers	Primary Service	Client Group Served

INSTRUCTIONS FOR DISCUSSIONS ON ALIGNING THE OUTCOMES

4. a) List all funders of the program.  
b) List the stated measures of performance required in each contract/from each funder.  
c) Indicate whether the item is an Outcome, an Indicator, a Commitment, a Measurement, a Verification or an Output, and whether it is mandated by the funding source (e.g. Federal requirement).

List All Funders	Performance (Contract) Measure	Indicate if this is an Outcome, a Commitment, or Indicator	Indicate if this is a Measurement, or Verification	Check if this is an Output	Check if mandated by Funder

5. Discuss how the different sets of contract measurements work or do not work.  
6. Identify 1- 3 outcomes/indicators/measurements that work well.  
7. Discuss the merit of adopting the 1-3 outcomes/ indicators/measurements that have been identified in #6.  
8. Identify one or more common outcomes/indicators/measurements that will be adopted by the funders and provider,  
**OR**  
9. Establish a menu of acceptable outcomes/indicators/measurements that may be adopted by the provider.  
10. Agree on a timeline for incorporating the aligned items into the contracts.